Department of State
Bureau of Educational and Cultural Affairs (ECA) Notice of Funding Opportunity
(NOFO): FY 2019 Pan Africa Youth Leadership Program
Announcement Type: New Cooperative Agreement
Funding Opportunity Number: SFOP0005678
Catalog of Federal Domestic Assistance Number: 19.415
Key Date/Application Deadline: May 20, 2019

Program Description/Executive Summary: Executive Summary:

The Office of Citizen Exchanges, Youth Programs Division, of the Bureau of Educational and Cultural Affairs announces an open competition for the FY 2019 Pan Africa Youth Leadership Program, an exchange program for African high school students and adult educators. U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3) may submit proposals to provide participants with a three-week exchange program in the United States focused on civic education, community service, and youth leadership development, and to support the implementation of service projects in their home communities. U.S. embassies in Sub-Saharan Africa will recruit, screen, and select the participants. ECA funding will support the planning and implementation of U.S.-based programming, including participant international travel, for approximately 150 participants in 2020.

Applicants may submit only one proposal under this competition. If multiple proposals are received from the same applicant, all submissions will be declared ineligible and receive no further consideration in the review process.

It is the Bureau's intent to award one cooperative agreement for one base year plus two non-competitive continuation years for an estimated total amount of $4,880,000. Please see section B. Federal Award Information below for additional details.

A. Program Description:

Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries... to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and the other countries of the world." The funding authority for the program above is provided through legislation.

Purpose:
The Pan Africa Youth Leadership Program began in FY 2013 and directly supports the U.S. foreign policy goal of youth empowerment and development by equipping exchange participants with the knowledge and skills to become active and responsible members of their

communities. The program offers secondary school youth (ages 15-18) and a small number of adult educators from countries in Sub-Saharan Africa the opportunity to engage in intensive, thematic exchanges in the United States focused on civic education, community service, and youth leadership development. Subthemes that explore these overarching themes should be added, such as entrepreneurship, the environment, media literacy (including social media), and/or public health (healthy living). The applicant should present a program plan that allows the participants to thoroughly explore civic life in the United States in a creative, memorable, hands-on way.

Youth Leadership Programs offer an examination of democratic principles within U.S civil society and provide leadership development training. Participants should engage in workshops on leadership and service, community site visits related to the program themes and subthemes, interactive training, presentations, visits to high schools, local cultural activities, and other activities designed to achieve the program's stated goals, while living with American families for a significant period of the exchange. Additional opportunities for participants to interact meaningfully with their American peers must be included. Follow-on activities with the participants are an integral part of the program, as the students apply the knowledge and skills they have acquired by planning and carrying out service projects in their home communities.

The program goals are to:
1) Promote mutual understanding between the people of the United States and the people of Sub-Saharan Africa;
2) Prepare African youth leaders to become responsible citizens and contributing members of their communities; and
3) Foster relationships among African and American youth from different ethnic, religious, and national groups.

The program objectives are for participants to:
1) Demonstrate a better understanding of the elements of a participatory democracy as practiced in the United States;
2) Demonstrate critical thinking, problem-solving, and leadership skills; and
3) Demonstrate skill at developing project ideas and planning a course of action to bring follow-on projects to fruition.

The primary program themes are listed below:
1) Civic Education (citizen participation, grassroots democracy and rule of law);
2) Community Service (social/corporate responsibility, volunteerism, and philanthropy); and
3) Youth Leadership Development (team building, public speaking, negotiation, goal setting, and project planning).

Program:
Applicant organizations must focus on these primary themes. Subthemes will serve to illustrate the more abstract concepts of the primary themes. For example, the secondary theme of the environment can be used to examine how a group of individuals can start a recycling campaign in their community, thus demonstrating leadership, volunteerism, and civic engagement. The

secondary theme should be integrated into most aspects of the program, including workshops, presentations, and community service.

Using these goals, objectives, and themes, applicant organizations should identify their own specific and measurable outputs and outcomes based on the project specifications provided in this solicitation. Proposals should indicate how recipients will achieve the short-term program objectives, and how these objectives will contribute to the achievement of the stated long-term goals.

The program aims to advance dialogue and encourage substantive interaction between Americans and citizens of the participating African countries. Exchange delegations must have multiple opportunities to meet and interact with American students of a similar age in a substantive way. Applicants are urged to present creative plans that will foster interaction between the participants and American youth. Proposals that include a plan to demonstrate impact on American youth and communities will be more competitive. The program must also include opportunities for the adult educators to work with their American counterparts to develop their leadership and mentoring skills.

Guidelines:
Total funding for the project (FY 2019 base year) is $1,680,000. ECA anticipates awarding one cooperative agreement to a U.S. public or private non-profit organization meeting the provisions of a 501 (c) 3 to design and implement U.S.-based exchanges for approximately 150 participants from eligible countries in Sub-Saharan Africa (see country list in following section). This program must include both English language and French language exchanges. Please note: participants in the French language exchange will not need English skills to participate; award applicants should propose programming in French and should provide interpretation by individuals who have previous experience and/or demonstrated skill in interpretation.

The ECA cooperative agreement should begin on or about September 1, 2019 and end on March 1, 2022. The FY 2019 base year award period will be approximately 18 months in duration and will cover all aspects of the program planning of U.S.-based exchange activities and follow-on activities. Planning and preparation for the exchanges will start in fall 2019, and the exchanges will take place in calendar year 2020.

Applicants should propose to host approximately 150 youth and adult participants, who will travel to the United States during one or more three-week periods in 2020. Applicants should propose specific exchange dates in their proposals, but the exact timing may be altered through the mutual agreement of ECA and the award recipient, particularly given the large number of participating African countries and the varying academic calendars. The successful applicant will demonstrate flexibility regarding the number of exchanges, exchange dates, delegation sizes, and country combinations.

For example, applicants could propose to have all participants travel to the United States at the same time or could propose up to three different delegations and exchange dates. Applicants must propose a plan to divide a large delegation of participants into smaller cohorts (of approximately 20-25 participants) for most of the exchange activities. This will ensure that all

participants actively take part in the exchange and that program staff can adequately monitor the safety and well-being of the participants. Applicants are encouraged to hold the welcome and closing orientations with the larger delegation. Applicants are also encouraged to be creative and flexible in making arrangements that will meet the program goals.

Trends from the past years of this program have shown that there may be twice as many Anglophone participants (approximately 90-100) than Francophone participants (approximately 50-60). In past years, the majority of U.S. embassies participating in the Anglophone exchanges have demonstrated preference for a spring exchange, which often coincides with Easter and a school break. Summer exchange dates have also been popular for both Anglophone and Francophone participants. Applicants should keep these trends in mind when developing their proposals.

The Bureau reserves the right to reduce, revise, or increase proposal project configurations, budgets, and participant numbers in accordance with the needs of the program and the availability of funds.

In pursuit of the goals outlined above, the award recipient will be responsible for the following:

Orientations: Provide pre-departure materials and information about the U.S. program to assist the U.S. embassies, participants, and their families in preparation for the exchange. Conduct orientations for host families and other participating individuals/groups in the host community. Conduct a welcome orientation for participants upon arrival to the United States and closing session to summarize the program experience and prepare participants for their return home.

Logistics: Manage all logistical arrangements, including international and domestic travel, ground transportation, accommodations, group meals, French interpretation (where applicable), and disbursement of pocket money. The award recipient should also be prepared to provide funds to participants to cover costs for their domestic expenses within Africa, such as passport fees, travel allowances, and inter country travel to the capital city for visa interviews, pre-departure orientation, and/or international departure, as needed.

Exchange Activities: Design and plan three weeks of exchange activities that provide a creative and substantive program that develops both the youth and the adult participants' knowledge and skill base in civic education, community service, and youth leadership development. The program might include an emphasis on current and former civic and political leaders of African-American descent and individuals who displayed a strong commitment to advancing multi-lateral relations between the U.S. and the countries of Sub-Saharan Africa. An exchange will take place in no more than two or three locations so that the participants have time to familiarize themselves with a community. The exchanges will focus primarily on interactive activities, practical experiences, and other hands-on opportunities that provide a substantive experience on the specified program themes. Some activities should be community-based, and the projects will involve as much sustained interaction with U.S. peers as possible (for both the youth and adult participants). Participants will explore leadership through activities such as project planning, team building, and public speaking. Cultural, social, and recreational activities will balance the schedule. Adult participants must also be provided with ample opportunity to engage in

activities specifically geared to developing their professional development skills during the exchange, in addition to joint activities with youth participants.

Applicants should arrange a 4-5 day visit to Washington, D.C. during the exchange so that participants can explore the U.S. Capitol and American government institutions. The Washington, D.C. visit must include substantive exchange activities (such as site visits to youth or community organizations and/or interactive workshops), in addition to cultural and recreational activities. The visit should also provide participants with an opportunity to meet Department of State representatives.

Accommodations: Arrange homestays for the participants in the United States with properly screened and briefed American families for most of the exchange period. Criminal background checks (including a search of the Department of Justice's National Sex Offender Public Registry) must be conducted for each member of the host family household who are 18 years of age or older. Please see the Project Objectives, Goals, and Implementation (POGI) for more details on host family screening and placement.

Monitoring: Develop and implement a plan to monitor the participants' safety and well-being while on the exchange and to create opportunities for participants to share potential issues and resolve them promptly. The award recipient will be required to provide proper staff supervision and facilitation to ensure that the teenagers and adult participants have safe and pedagogically rich programs. Staff, along with the adult participants, will assist the youth with cultural adjustments, provide societal context to enhance learning, and counsel students as needed.

Follow-on Activities: Provide guidance and support to participants while in the U.S. by advising and supporting them in planning the implementation of community service projects, and offering opportunities to reinforce the ideas, values and skills imparted during the exchange. Participants should return home from the exchange prepared to implement projects that serve a need in their schools or communities. To amplify program impact, proposals should present creative and effective ways to address the project themes, for both program participants and their peers. While virtual follow-on activities are encouraged, proposals should also address alternative ways to support alumni without reliance on the Internet and technology, which may not be accessible to all participants. Applicants should propose an alumni mentoring event to take place during the FY 2019 base year of the award. There will be an $80,000 budget for the event, it is anticipated this funding will be available only in the FY 2019 base year. Applicants must submit a stand-alone budget for the event.

U.S. embassies may be able to assist the award recipient in overseeing follow-on activities and arranging in-person alumni gatherings. However, the award recipient should be prepared to take the lead on maintaining on-going correspondence with participants, monitoring program activities, and providing guidance to participants as they conduct their follow-on projects. Applicants should describe in detail their plans for implementing follow-on activities, as well as methods for monitoring and reporting project results and impact.

Evaluation: Design and implement an evaluation plan that assesses the short- and medium-term impact of the project on the participants as well as on host and home communities.

Participants:
U.S. embassies in the participating countries will recruit, screen, and nominate the participants and ECA will make the final selections. The award recipient will not be involved in participant selection. The final list(s) of participants will be sent to the recipient prior to the start of the exchanges. It is anticipated that at least three participants will be selected from each participating country listed below, though final numbers will depend on post interest and other factors.

The youth participants will be high school students aged 15 to 18 years old at the start of the exchange who have demonstrated leadership potential through academic work, community involvement, and extracurricular activities. Each exchange delegation will also include adult participants who are teachers, trainers, or community leaders who work with youth. They will have the role of exchange participant, chaperone, and post-exchange mentor. While each delegation should include one adult participant per country represented, there may be circumstances where an adult mentor is not present from every country represented in the exchange.

Participants selected for the English language exchanges will have sufficient English language proficiency to participate fully in interactions with their host families and their peers and in educational activities. The Francophone participants will not be required to have English proficiency; therefore applicants must provide French language programming and/or French language interpretation for these exchanges. Additionally, the award recipient must place these participants in host families where at least one member speaks French.

Participating countries may include: Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Chad, Democratic Republic of the Congo (DRC), Djibouti, Cote d'Ivoire, Ethiopia, Gabon, Gambia, Ghana, Guinea, Kenya, Liberia, Lesotho, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Republic of Congo, Rwanda, Senegal, Seychelles, Sierra Leone, South Africa, South Sudan, Sudan, Swaziland, Tanzania, The Gambia, Togo, Uganda, Zambia, and Zimbabwe.

The Bureau reserves the right to add or delete countries from this list should conditions change in the partner country or if other countries are identified as Department priorities.

Organizational Capacity:
Applicant organizations must demonstrate their capacity for conducting international youth exchanges, focusing on three areas of competency: (1) provision of projects that address the goals, objectives, and themes outlined in this document; (2) age-appropriate programming for youth; and (3) previous experience working on programs in the region. Organizations must demonstrate their capacity to manage a complex, multi-phase program with several separate exchange projects. Applicants need not have organizational capacity in the participating countries, as the U.S. embassies will recruit and nominate participants.

U.S. Embassy Involvement:
U.S. embassies will recruit, screen, and nominate participants. In addition to recruitment, U.S. Embassies will facilitate passports and visas, pre-departure briefings, and alumni engagement,

though the costs associated with these activities should be covered through the award. Once a cooperative agreement is awarded, the recipient must consult regularly with the Public Affairs Section at the U.S. embassy in the partner countries to implement the project and coordinate participants' international airline tickets and provide funds to participants to cover costs for their domestic expenses within Africa (such as passport fees, travel allowances, and domestic travel to the capital city for visa interview, pre-departure orientation, and international departure, as needed). The award recipient will also be responsible for preparing materials for the pre-departure briefings and providing follow-on support to participants.

Please note:
In a cooperative agreement, the U.S. Department of State is substantially involved in program activities above and beyond routine grant monitoring. These activities and the roles and responsibilities of the Department and your organization are outlined in the POGI.

Additional Information:
The award recipient will retain the name "Pan Africa Youth Leadership Program" to identify the exchange program. All materials, publicity, and correspondence related to the program will acknowledge this as a program of the Bureau of Educational and Cultural Affairs of the U.S. Department of State. The Bureau will retain copyright use of and be allowed to distribute materials related to this program as it sees fit. See ECA's Communications Guidance for more information.

The award recipient must inform the ECA Program Office and participating U.S. embassies of its progress at each stage of the project's implementation in a timely fashion, and will be required to obtain approval of any significant program changes in advance of their implementation.

The proposal must demonstrate how it will meet the stated objectives. The proposal narrative should provide detailed information on the major project activities, and applicants should explain and justify their programmatic choices. Projects must comply with J-1 visa regulations for the International Visitor and Government Visitor category. Please be sure to refer to the complete Solicitation Package – this NOFO, the POGI, and the Proposal Submission Instructions (PSI) – for further information.

Proposal narratives should include a brief commitment to implement the program for the base year, plus two non-competitive continuation years, pending successful performance and availability of funds. The narrative should focus on details specific to the implementation of the base year program, with the understanding that the program design, duration, and participant numbers would be similar when/if the non-competitive continuation years are exercised. ECA will perform an annual performance evaluation/review to determine if a non-competitive continuation year will be exercised. Satisfactory performance and the availability of funds is a condition of continued administration of the program and execution of all non-competitive continuation years.

B. Federal Award Information:
Type of Award: Cooperative Agreement. ECA's level of involvement in this program is listed under number A. Program Description above.

Fiscal Year Funds: FY 2019 - $1,680,000 (base year), FY 2020 - $1,600,000 (non-competitive continuation year-one), pending the availability of funds and successful performance, FY 2021 - $1,600,000 (non-competitive continuation year-two), pending the availability of funds and successful performance.

Approximate Total Funding: $4,880,000. This figure represents base year plus two non-competitive continuation years, pending successful performance and availability of funds.

Approximate Number of Awards: One

Floor of Award Range: None

Ceiling of Award Range: $4,880,000

Approximate Average Award: $4,880,000

Anticipated Award Date: September 1, 2019

Anticipated Project Completion Date: March 1, 2022. This date reflects the anticipated duration of the award – one base year plus two non-competitive continuation years.

Additional Information: The FY 2019 base year funding includes $80,000 that is dedicated to an alumni mentoring event during the base year. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. A cooperative agreement will be awarded for a period of 18 months (base year) with the option for two additional 12-month periods (non-competitive continuation years one and two). ECA will notify the recipient of its intention to exercise or not to exercise a non-competitive continuation at least 90 days in advance of expiration of the current year after an internal evaluation of the recipient's performance. The decision to exercise non-competitive continuations will depend both on the satisfactory performance of the recipient and the availability of funds.

C. Eligibility Information:

C.1. Eligible applicants:
Applications may be submitted by U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3).

C.2. Cost Sharing or Matching Funds: There is no minimum or maximum percentage required for this competition. However, the Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with the Office of Management and Budget's Guidance 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. In the event you do not provide the minimum amount of cost sharing as stipulated in the approved budget, ECA's contribution will be reduced in like proportion.

C.3. Other Eligibility Requirements:
a) Bureau grant guidelines require that organizations with less than four years' experience in conducting international exchanges be limited to $130,000 in Bureau funding. ECA anticipates making one award in an amount exceeding $130,000 to support program and administrative costs required to implement this exchange program. Therefore, organizations with less than four years' experience in conducting international exchanges are ineligible to apply under this competition.
b) Technical Eligibility: all proposals must comply with the requirements stated in the NOFO, POGI, and the PSI; noncompliance will result in your proposal being declared technically ineligible and given no further consideration in the review process.
c) Eligible applicants may not submit more than one proposal in this competition. If more than one proposal is received from the same applicant, all submissions will be declared technically ineligible and will be receive no further consideration in the review process. Please note: Applicant organizations are defined by their legal name, and EIN number as stated on their completed SF-424 and additional supporting documentation outlined in the PSI document.

D. Application and Submission Information:
Note: Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

D.1 Contact Information to Request an Application Package:
Please contact Pamela Rasmussen in the Office of Citizen Exchanges, Youth Programs Division (ECA/PE/C/PY), SA-5, Third Floor, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 20037, at 202-632-6079 and RasmussenP@state.gov to request a Solicitation Package.

The Solicitation Package contains the PSI document which consists of required application forms, and standard guidelines for proposal preparation. It also contains the POGI document, which provides specific information, award criteria and budget instructions tailored to this competition.

Please specify Program Officer Pamela Rasmussen and refer to the Funding Opportunity Number located at the top of this announcement on all other inquiries and correspondence.

D.2. To Download a Solicitation Package Via Internet:
The entire Solicitation Package may be downloaded from the Bureau's website at
http://eca.state.gov/organizational-funding or from the Grants.gov website at
http://www.grants.gov.

Please read all information before downloading.

D.2a. Content and Form of Submission:
Applicants must follow all instructions in the Solicitation Package. The application should be submitted per the instructions under D.3p.. "Application Deadline and Method of Submission" section below.

D.3a. Unique Entity Identifier Number:
You are required to have a Unique Entity Identifier (UEI) number to apply for a grant or cooperative agreement from the U.S. Government. This number is a nine-digit identification number, which uniquely identifies business entities. Obtaining a UEI number is easy and there is no charge. To obtain a UEI number, access http://www.dnb.com or call 1-866-705-5711. Please ensure that your UEI (Data Universal Numbering System or DUNS) number is included in the appropriate box of the SF – 424 which is part of the formal application package. For more detailed instructions for obtaining a UEI (DUNS) number, refer to:
https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html

D.3b. Required Proposal Elements:
All proposals must contain an executive summary, proposal narrative, and budget.

Please Refer to the Solicitation Package. It contains the mandatory PSI and POGI documents for additional formatting and technical requirements.

D.3c. Required Registration with the System for Award Management (SAM):
All federal award applicants must be registered in the System for Award Management (SAM) database in order to submit a proposal in response to an open competition on Grants.gov.

All federal award recipients must maintain current registrations in the SAM database. Recipients must maintain accurate and up-to-date information in www.SAM.gov until all program and financial activity and reporting have been completed. Recipients must review and update the information at least annually after the initial registration and more frequently if required information changes or another award is granted. There is no cost associated with registering or updating SAM.gov accounts. Failure to register in SAM will render applicants ineligible to receive funding.

For more detailed instructions for registering with SAM, refer to:
https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html

D.3d. Non-Profit Status:
You must have nonprofit status with the IRS at the time of application. **Please note:** All applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

1) Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.

2) Those who do not file IRS Form 990 must submit information above in the format of their choice.

D.3e. FFATA Report:
In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one- page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

D.3f. Verifying Non-Profit Status:
If your organization is a private nonprofit which has not received a grant or cooperative agreement from ECA in the past three years, or if your organization received nonprofit status from the IRS within the past four years, you must submit the necessary documentation to verify nonprofit status as directed in the PSI document. Failure to do so will cause your proposal to be declared technically ineligible.

D.3g. Required Registration with SAMS Domestic:
All ECA award recipient organizations and recipient contacts and signatories must be registered with the U.S. Department of State's SAMS Domestic by accessing https://mygrants.service-now.com and clicking the "create an account" link. SAMS Domestic is the U.S. Department of State's grants management system and is supported by the Department's Integrated Logistics Management System (ILMS). Recipient organizations and recipient contacts and signatories that have previously used SAMS Domestic as a U.S. Department of State award recipient do not need to register again. If the organization is not able to access the system, please contact the ILMS Help Desk for help in gaining access.

Support for Recipient Organizations and recipient contacts and signatories is available 24 hours, 7 days a week (except federal holidays), and can be reached at 1-888-313-ILMS (4567) or through the ILMS Self Service Portal at https://afsitsm.service-now.com/ilms/home.

In the event the ILMS Help Desk is unable to provide you with assistance in a timely manner, please contact ECA_SAMSDomestic@state.gov and copy the program officer associated with the solicitation.

Please take into consideration the following information when preparing your proposal narrative:

D.3h. Adherence To All Regulations Governing The J Visa:
The Office of Citizen Exchanges of the Bureau of Educational and Cultural Affairs is the official program sponsor of the exchange program covered by this NOFO, and an employee of the Bureau will be the "Responsible Officer" for the program under the terms of 22 CFR 62, which covers the administration of the Exchange Visitor Program (J visa program). Under the terms of 22 CFR 62, organizations receiving awards (either a grant or cooperative agreement) under this NOFO will be third parties "cooperating with or assisting the sponsor in the conduct of the sponsor's program." The actions of recipient organizations shall be "imputed to the sponsor in evaluating the sponsor's compliance with" 22 CFR 62. Therefore, the Bureau expects that any

organization receiving an award under this competition will render all assistance necessary to enable the Bureau to fully comply with 22 CFR 62 et seq.

The Bureau of Educational and Cultural Affairs places critically important emphases on the secure and proper administration of Exchange Visitor (J visa) Programs and adherence by recipient organizations and program participants to all regulations governing the J visa program status. Therefore, proposals should explicitly state in writing that the applicant is prepared to assist the Bureau in meeting all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62. If your organization has experience as a designated Exchange Visitor Program Sponsor, the applicant should discuss their record of compliance with 22 CFR 62 et. seq., including the oversight of their Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

The **award recipient** will be responsible for issuing DS-2019 forms required for participants to apply for a J-1 visa. All foreign participants will travel on a U.S. Government designation for the J Exchange Visitor Program.

A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at http://j1visa.state.gov or from:

Office of Designation, Private Sector Programs Division
U.S. Department of State
SA-4E (Bldg. 3)
2430 E Street, NW
Washington, DC 20037
Please refer to Solicitation Package for further information.

D.3i. Diversity, Freedom and Democracy Guidelines:
Pursuant to the Bureau's authorizing legislation, programs must maintain a non-political character and should be balanced and representative of the diversity of political, social and cultural life in the United States and abroad. "Diversity" should be interpreted in the broadest sense and encompass differences including race, color, national origin, sex, age, religion, geographic location, socio-economic status, disability, sexual orientation or gender identity. Proposals should demonstrate how diversity will enhance the program's goals and objectives and the participants' exchange experience. Please refer to the review criteria under the 'Support of Diversity' section of this document as well as the DIVERSITY, FREEDOM AND DEMOCRACY section in the "Proposal Submission Instructions" document for specific suggestions on incorporating diversity into the total proposal.

Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy," the Bureau "shall take appropriate steps to provide opportunities for participation in such programs to human rights and democracy leaders of such countries." Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate influence in the

selection process. Proposals should reflect advancement of these goals in their program contents, to the full extent deemed feasible.

D.3j. Program Monitoring and Evaluation:
Proposals must include a plan to monitor and evaluate the project's success, both as the activities unfold and at the end of the program. The Bureau recommends that your proposal include a draft survey questionnaire or other technique plus a description of a methodology to use to link outcomes to original project objectives. The Bureau expects that the recipient organization will track participants or partners and be able to respond to key evaluation questions, including satisfaction with the program, learning as a result of the program, changes in behavior as a result of the program, and effects of the program on institutions (institutions in which participants work or partner institutions). The evaluation plan should include indicators that measure gains in mutual understanding as well as substantive knowledge.

Successful monitoring and evaluation depend heavily on setting clear goals and outcomes at the outset of a program. Your evaluation plan should include a description of your project's objectives, your anticipated project outcomes, and how and when you intend to measure these outcomes (performance indicators). The more that outcomes are "smart" (specific, measurable, attainable, results-oriented, and placed in a reasonable time frame), the easier it will be to conduct the evaluation. You should also show how your project objectives link to the goals of the program described in this NOFO.

Your monitoring and evaluation plan should clearly distinguish between program <u>outputs</u> and <u>outcomes</u>. <u>Outputs</u> are products and services delivered, often stated as an amount. Output information is important to show the scope or size of project activities, but it cannot substitute for information about progress towards outcomes or the results achieved. Examples of outputs include the number of people trained or the number of seminars conducted. <u>Outcomes</u>, in contrast, represent specific results a project is intended to achieve and is usually measured as an extent of change. Findings on outputs and outcomes should both be reported, but the focus should be on outcomes.

We encourage you to assess the following four levels of outcomes, as they relate to the program goals set out in the NOFO:

1) **Participant satisfaction** with the program and exchange experience.
2) **Participant learning**, such as increased knowledge, aptitude, skills, and changed understanding and attitude. Learning includes both substantive (subject-specific) learning and mutual understanding.
3) **Participant behavior**, such as concrete actions to apply knowledge in work or community; greater participation and responsibility in civic organizations; interpretation and explanation of experiences and new knowledge gained; continued contacts between participants, community members, and others.
4) **Institutional changes**, such as increased collaboration and partnerships, policy reforms, new programming, and organizational improvements.

Please note: Consideration should be given to the appropriate timing of data collection for each level of outcome. For example, satisfaction is usually captured as a short-term outcome, whereas behavior and institutional changes are normally considered longer-term outcomes.

Overall, the quality of your monitoring and evaluation plan will be judged on how well it 1) specifies intended outcomes; 2) gives clear descriptions of how each outcome will be measured; 3) identifies when particular outcomes will be measured; and 4) provides a clear description of the data collection strategies for each outcome (i.e., surveys, interviews, or focus groups).

Please note that evaluation plans that deal only with the first level of outcomes [satisfaction] will be deemed less competitive under the present evaluation criteria.

Recipient organizations will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

D.3k. Virtual Exchange Component:
ECA welcomes innovative ideas on how organizations can leverage appropriate mobile and/or online technologies to maintain engagement among exchange participants, encourage project collaboration and widen participation in the overall project to a broader audience. ECA strongly encourages organizations submitting proposals in response to this solicitation to suggest one or more virtual exchange components to complement the in-person exchange. The virtual exchange component(s) could come before, during and/or after the physical exchange. The objective for the virtual exchange component(s), defined as technology-enabled, sustainable, people-to-people, cross-cultural exchanges, is to augment the impact of the in-person exchange described in this solicitation. ECA encourages organizations to propose virtual exchange ideas that take advantage of ECA's existing web and social networking platforms, including our International Exchange Alumni space. Virtual exchange components would be coordinated with and approved by the ECA program office and U.S. missions abroad on a project by project basis.

D.3l.   Communications Guidance for ECA Grant Recipients: All ECA Grant Recipients must adhere to the requirements in ECA's Communications Guidance on the creation of program branding and attribution, websites, social media, and press.

D.3m. Please take the following information into consideration when preparing your budget:

D.3n. Applicants must submit SF-424A – "Budget Information – Non-Construction Programs" along with a comprehensive budget for the entire program. There must be a summary budget as well as breakdowns reflecting both administrative and program budgets. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification.

For competitions that will be renewed through a non-competitive continuation, applicants must submit:

1) the SF-424A which must include the budget request amount for the base-year of the program;
2) a detailed proposal narrative and budget for the base year of funding. A separate budget should be submitted for the $80,000 for the FY 2019 base year alumni mentoring project. (Please refer to the PSI for general budget guidance). The narrative should also include a brief commitment to implement the program for the base year, plus two additional non-competitive continuation years, pending successful program performance and availability of funds; and
3) an abbreviated/estimated summary budget presenting the total projected administrative and program costs for the anticipated total duration of programming (base year, plus two non-competitive continuation years).

To exercise the non-competitive continuation mechanism the recipient will be required to submit:
1) quarterly or semi-annual performance and financial reports on time;
2) a request in writing to ECA in advance of the expiration of the current program year.
3) a summary budget that projects program expenses through the end of the current year;
4) a detailed budget outlining both administrative and program expenses for the requested non-competitive continuation year; and
5) a brief narrative to support the continuation of the award.

The ECA Grants Officer and Program Officer will:
1) closely monitor the recipient's performance through site visits, desk audits, mandatory quarterly or semi-annual performance and financial reports, consultations, and other forms of communication and dialogue before exercising additional option years. (Additional details regarding monitoring and oversight of the program by ECA representatives will be provided at the time the base-year award is made).
2) review and evaluate all mandatory quarterly or semi-annual program and financial reports.
   a) All program and financial reporting requirements must be current and up-to-date before the Bureau will exercise additional noncompetitive continuation years.
   b) Any/all concerns, issues, or modifications requested by the Grants Officer or Program Officer to the original program design or method of implementation must be responded to in writing.
   c) The ECA Grants Officer and Program Officer will review and advise of ECA's approval or disapproval of the response before issuing subsequent non-competitive continuations.

Prior Grants Officer approval is required to carry forward an unobligated balance from a prior funding period to the subsequent funding period. If the Grants Officer determines that some or all of the unobligated funds are not necessary to perform the program activity, the Grants Officer may decline the Recipient's request to carry forward the unobligated balance.

The Grants Officer may, at their discretion, use the unobligated balance to reduce or offset future funding for a subsequent funding period. An unobligated balance at the end of a funding period is not sufficient justification to carry forward funds. A final determination

and approval to carry forward any funds will be communicated via a cost amendment with adjustment, if any, to new obligation amounts.

     i.   The request to carry forward an unobligated balance must include:

        a. A brief narrative why funds remain unobligated and how the unobligated funds will be used to complete the previously approved goals and objectives of the program; and,

        b. A detailed budget that reflects the amount of unobligated funds to date, and anticipated expenditures in the subsequent period of performance for all cost categories under the authorized budget.

D.3o. Allowable costs for the program are outlined in the POGI.
Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

D.3p. Application Deadline and Method of Submission:
Application Deadline Date: Monday, May 20, 2019
Method of Submission:
Applications may only be submitted electronically through Grants.gov (http://www.grants.gov).
Complete solicitation packages are available at Grants.gov in the "Search Grants" portion of the system.

D.3q. Grants.gov Registration, Application Submission, and Receipt Procedures
Eligible organizations should follow the instructions available in the 'Get Started' portion of the site (http://www.grants.gov/web/grants/applicants/apply-for-grants.html).

How to Register to Apply through Grants.gov
Applicants should read instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines. Applicants should check with appropriate staff within their organizations immediately after reviewing this NOFO to confirm or determine their registration status with Grants.gov. Organization applicants can find complete instructions here:
https://www.grants.gov/web/grants/applicants/organization-registration.html

How to Submit an Application to ECA via Grants.gov
For access to complete instruction on how to apply for Notice of Funding Opportunities on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/apply-for-grants.html

Grants.gov Support and Submission Issues
Direct all questions regarding Grants.gov registration and submission issues to:

Grants.gov Customer Support
Contact Center Phone: 800-518-4726
Business Hours: 24 hours a day, 7 days a week; closed on federal holidays
Email: support@grants.gov

Timely Receipt Requirements and Proof of Timely Submission
Applicants have until midnight (12:00 a.m.), Washington, DC time of the closing date to ensure that their entire application has been uploaded to the Grants.gov site. <u>There are no exceptions to the above deadline. Applications uploaded to the site after midnight of the application deadline date will be automatically rejected by the Grants.gov system, and will be technically ineligible.</u>

<u>Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov.</u>

Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant Authorized Organization Representative (AOR) will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ECA successfully retrieves the application from Grants.gov, Grants.gov will provide an electronic acknowledgement of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Please also be mindful of any Grants.gov generated error messages that may appear during the application process as they may result in some documents not transmitting correctly.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

The Grants.gov website includes extensive information on all phases/aspects of the Grants.gov process, including an extensive section on frequently asked questions, located under the "Applicant FAQs" section of the website. ECA strongly recommends that all potential applicants review thoroughly the Grants.gov website, well in advance of submitting a proposal through the Grants.gov system. ECA will not notify you upon receipt of electronic applications.

PLEASE NOTE: ECA bears no responsibility for applicant timeliness of submission or data errors resulting from transmission or conversion processes for proposals submitted via Grants.gov. Prior to submitting applications through Grants.gov, please ensure you meet all

Grants.gov system and software requirements, including Adobe software compatibility. You can verify if your version of Adobe software is compatible with Grants.gov, by visiting https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html.

It is the responsibility of all applicants submitting proposals via the Grants.gov web portal to ensure that proposals have been received by Grants.gov in their entirety, and ECA bears no responsibility for data errors resulting from transmission or conversion processes.

D.3r. Intergovernmental Review of Applications: Executive Order 12372 does not apply to this program.

E. Application Review Information:

The Bureau will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. All eligible proposals will be reviewed by the program office, as well as the Public Diplomacy section overseas and State Department regional bureaus, where appropriate. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. All awards will be assessed for risk prior to their issuance. Final funding decisions are at the discretion of the U.S. Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards resides with the Bureau's Grants Officer.

E.1. REVIEW CRITERIA
Technically eligible applications will be competitively reviewed according to the criteria stated below. These criteria are not rank ordered and all carry equal weight in the proposal evaluation.

1) **Quality of the program idea:** Objectives should be reasonable, feasible, and flexible. The proposal should clearly demonstrate how the institution will meet the program's objectives and plan. The proposed program should be creative and age-appropriate, respond to the design outlined in the solicitation, and demonstrate originality. It should be clearly and accurately written, substantive, and with sufficient detail. Proposals should also include a plan to support participants' follow-on, community activities upon their return home.
2) **Program planning:** A detailed agenda and work plan should clearly demonstrate how project objectives would be achieved. The agenda and plan should adhere to the program overview and guidelines described above. The substance of workshops, seminars, presentations, school-based activities, site visits, and follow on project planning should be described in detail.
3) **Support of diversity:** The proposal should demonstrate substantive support of the Bureau's policy on diversity. Achievable and relevant features should be cited in both program administration (program venue and the recruitment and selection of host families) and program content (orientation and wrap-up sessions, program meetings, resource materials and follow-up activities).
4) **Institutional capacity and track record:** Proposed personnel and institutional resources should be adequate and appropriate to achieve the program goals, to include facilitating a

program in French. The proposal should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau awards as determined by Bureau Grants Staff. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants. Successful applicants will have experience working in the Sub-Saharan region.

5) **Program evaluation:** Proposals should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. A draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project objectives is recommended.

6) **Cost-effectiveness and cost sharing:** The applicant should demonstrate efficient use of Bureau funds. The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. The proposal should maximize cost-sharing through other private sector support as well as institutional direct funding contributions, which demonstrates institutional and community commitment.

7) **Follow-on Activities:** Proposals should provide a plan for continued follow-on activity (without ECA support) ensuring that ECA supported programs are not isolated events.

F. Federal Award Administration Information

F.1. Award Notices:
Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal Bureau procedures. Successful applicants will receive a Federal Assistance Award (FAA) from the Bureau's Grants Office. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer, and sent to the recipient's responsible officer identified in the application.

Unsuccessful applicants will receive notification of the results of the application review from the ECA program office coordinating this competition.

F.2. Administrative and National Policy Requirements:
Terms and Conditions for the Administration of ECA agreements include the following:
Office of Management and Budget's Guidance 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Effective December 26, 2014, replacing the previous circulars).

For a copy of the OMB Guidance cited, please contact the U.S. Government Publishing Office or download from the www.ecfr.gov website.

Please reference the following websites for additional information:

https://www.whitehouse.gov/omb
https://www.state.gov/m/a/ope/index.htm

F.3. Mandatory Reporting Requirements:
You must provide ECA with an electronic copy of the following required reports:
Mandatory:

1.) Additional performance reports shall not be required more frequently than quarterly or, less frequently than annually. Annual reports shall be due 90 calendar days after the expiration of the award; quarterly or semi-annual reports shall be due 30 days after the reporting period. (Frequency of these reports will be determined by the Grants Officer and Program Officer). The complete report and supporting documentation must be uploaded by the Recipient as a *Post Award Activity* under the corresponding record for this Cooperative Agreement/Grant in the U.S. Department of State's SAMS Domestic. SAMS Domestic is the U.S. Department of State's grants management system and is supported by the Department's Integrated Logistics Management System (ILMS). For assistance, please contact the U.S. Department of State's ILMS Help Desk at 1-888-313-4567 (toll free for US callers) or through the U.S. Department of State's ILMS Self Service Portal at https://afsitsm.service-now.com/ilms/home. The Federal Financial Report (FFR SF-425/SF-425a) must be submitted through the Payment Management System (PMS). The electronic version of the FFR can be accessed at: http://www.dpm.psc.gov/. Once a financial report has been approved by the Department, the Recipient must upload the approved report to SAMS Domestic, in the same manner specified for the programmatic reports. Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future Cooperative Agreements/Grants.

   In the event you are having difficulty uploading reports and the ILMS help desk is not providing sufficient assistance, please email ECA_SAMSDomestic@state.gov.

2.) A final program and financial report no more than 90 days after the expiration or termination of the award;

3.) A concise, one-page final program report summarizing program outcomes no more than 90 days after the expiration of the award. This report should be e-mailed to: FFATAECA@state.gov. This one-page report will be transmitted to OMB, and be made available to the public via OMB's USAspending.gov website - as part of ECA's Federal Funding Accountability and Transparency Act (FFATA) reporting requirements.

4.) Because the Competition will allow for the exercise of Non-Competitive Continuations (NCC), applicants must be placed on a mandatory quarterly or semi-annual program and financial reporting cycle. The due dates for these reports will be included in the final assistance award document. The program and financial reports must demonstrate substantial progress by addressing progress towards the original approved goals and objectives, relative activities and events, and supporting fiscal data. The reports will be reviewed by both the assigned Grant Officer and Program Officer.

Award recipients will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. (Please refer to D.3j. Program Monitoring and Evaluation information.)

All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

F.4. Program Data Requirements:
Award recipients will be required to maintain specific data on program participants and activities in an electronically accessible database format that can be shared with the Bureau as required. At a minimum, the data must include the following:

1) Name, address, contact information and biographic sketch of all persons who travel internationally on funds provided by the agreement or who benefit from the award funding but do not travel.

2) Itineraries of international and domestic travel, providing dates of travel and cities in which any exchange experiences take place. Final schedules for in-country and U.S. activities must be received by the ECA Program Officer at least three work days prior to the official opening of the activity.

G. Agency Contacts:
For questions about this announcement, contact: Pamela Rasmussen, Youth Programs Division, ECA/PE/C/PY/T, SA-5, 3rd Floor, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 20522-0503, by telephone 202-632-6079, or e-mail RasmussenP@state.gov.
All correspondence with the Bureau concerning this NOFO should reference the title and funding opportunity number listed at the top of this solicitation.

Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

H. Other Information:

Notice:
The terms and conditions published in this NOFO are binding and may not be modified by any Bureau representative. Explanatory information provided by the Bureau that contradicts published language will not be binding. Issuance of the NOFO does not constitute an award commitment on the part of the Government. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. Awards made will be subject to periodic reporting and evaluation requirements per section F3. Reporting Requirements above.

Marie Royce   March 21, 2019
Assistant Secretary for Educational and Cultural Affairs
U.S. Department of State